

**200.1 Paydays**

All state-classified employees are paid on a monthly basis (except hourly positions). The pay period covered is from the first to the last day of the month.

All state-classified employees are required by the university to have direct deposit as a condition of employment. Salary payday is the last state working day of the month. Pay earnings statements are distributed to the employee's home department.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, direct deposit will be made on the last working day before the regularly scheduled payday. If a regular payday falls during an employee's vacation, the employee's pay earnings statement will be available upon his or her return from vacation from the Personnel Office, Facilities Management.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Personnel Office, Facilities Management, so that Human Resource Services can make the correction as quickly as possible.